

GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P063

POSITION: Staff Assistant DS 301-9

OPENING DATE: 5/06/09
IF "OPEN UNTIL FILLED" 5/19/09 (And every
FIRST SCREENING DATE: two weeks
thereafter)

CLOSING DATE: OPEN UNTIL FILLED
SALARY RANGE: DS-9 \$41,923 - \$53,983 PA

WORK SITE: WASHINGTON, D.C.
PROMOTION POTENTIAL: DS 11

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday
AREA OF CONSIDERATION: UNLIMITED
NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director of Administration (ODDA), Child Information Systems Administration (CISA)

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | Term (13 months to 4 years) NTE: _____

| | Temporary (Up to 1 year, Not-to-Exceed) _____

| **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| ☒ | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for performing a wide variety of technical and administrative tasks in support of the implementation and operation of CISA programs. Provides assistance to the Chief Information Officer (CIO) by acting as a liaison to program teams as required by the special projects and briefing responsibilities. Provides assistance to the CIO by developing procedures, protocols, and designing systems to coordinate staff, assignments and management systems. Provides assistance to the CIO by providing accurate and timely advice on procedures and information requirements and other matters necessary to implement the Chief Information Officer's policies, and directives. Collects data on the current performance of the Agency's automated case management system and computer network. Forwards requests for problem resolution to the appropriate CISA supervisor and follows up to ensure resolution. Prepares and submits procurement documents as required to meet Agency automation needs. Follows up with Contracts and Finance offices to ensure schedules are met. Tracks the status, costs, and payment of invoices for information technology procurements. Monitors the CISA budget using an Excel spreadsheet. Drafts correspondence, memoranda and reports regarding administrative matters and issues for the CIO's signature utilizing word processing and database software. Responsible for the tracking of completion dates for incoming and inter-agency correspondence. Reviews documents for content, accuracy, format and grammar. Prepares information and briefing materials. Disseminates information on IT, to include FACES, through meetings and resource materials. Assists in analyzing District and federal regulations governing Child Welfare policy and procedures, to assess implications for information system requirements. Responds to and directs numerous calls and requests for information to appropriate CISA staff person. Coordinates the maintenance of automated systems equipment and supplies for CISA. Establishes, maintains, and updates the filing system for CISA. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of office administrative procedures including budgeting, procurement, and finance gained from previous administrative work experience;
2. Specific experience and skill using office automation applications including MS Excel and MS Word or equivalent;
3. Specific research skills and analytical ability to review data, synthesize information, formulate opinions, draft reports, and recommend solutions or alternative courses of action;
4. Ability to communicate both oral and written in order to present information or justify recommendations and conclusions;
5. Skill to effectively respond to officials regarding confidential and sensitive issues;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO
APPLY:

FAX TO: 202-727-5750
EMAIL TO: Cfsa.jobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
